

Clyst Honiton Parish Council Meeting 6th DECEMBER 2023

To: all Members of Clyst Honiton Parish Council

For information: County and District Ward Members, press and public

Issue date: Wednesday 29th November 2023

The Parish Council is grateful for the attendance and reports presented by both Councillors and external organisations. Due to the large number of issues affecting the Parish, it would be most appreciated if reports could be kept concise and to the point.

You are hereby summoned to attend the meeting of **Clyst Honiton Parish Council** on **Wednesday 6th December 2023 at 7.00pm**, to be held in the Black Horse Inn Meeting Room, for the purpose of transacting the business on the following agenda.

Rob Martin

Clerk to Clyst Honiton Parish Council

AGENDA

Agenda No.	Agenda Item	Target Times pm
24/58	APOLOGIES To receive apologies for absence	7.00
24/59	DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY) To receive declarations of interest in items on the agenda	
24/60	MINUTES To approve, as a correct record, the minutes of the Parish Council meeting held on 20 th September 2023.	
24/61	COUNCIL REPORTS <ul style="list-style-type: none">a) To receive the Clerk's Report attached.b) Clyst Honiton Neighbourhood Plan and Neighbourhood Development Order – to receive a written report from the Neighbourhood Plan lead on progress since the last meeting and to consider recommendations contained therein.c) Village Maintenance – to receive a report from Councillor Muir on the village maintenance activities undertaken since the last meeting.d) Other Councillor Reports – to receive any reports from councillors on matters the council could consider at future meetings and to report on any meetings attended on behalf of the council.	7.05

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The Chairman to adjourn the meeting to allow the public to speak.

- 24/62 PUBLIC AND OTHER BODIES' SESSION** **7.15**
- To allow questions for District and County Councillors and to take any questions from members of the public.
Any reports previously received from County and District Councillors will be assumed to have been read.

The Chairman to reconvene the meeting.

- 24/63 NEIGHBOURHOOD PLAN** **7.25**
- To consider and agree the necessary action to ensure the completion of the Regulation 16 consultation version of the Clyst Honiton Neighbourhood Plan, including the following:
- a) **Draft Neighbourhood Plan** – to resolve to adopt the attached Plan, subject to a final proof-read, for Regulation 16 submission to East Devon District Council.
 - b) **Basic Conditions Statement** – to be undertaken by Rachel Hogg at a cost of £1,350 in accordance with the attached proposal.
 - c) **Appendix 19 – CHNP Policy Monitor** – to be drawn up and maintained by the Clerk. The initial draft document is attached.
 - d) **Appendix 20 – CHNP Community Projects Monitor** – to be drawn up and maintained by the Clerk. The initial draft document is attached.
 - e) **Equalities Impact Statement** – to be drawn up by the clerk, started but not yet complete.
 - f) **Sustainability Appraisal** – to be drawn up by the clerk.
 - g) **Consultation Statement** – Janvrin to quote a price for completion.
 - h) **Site Options Document** – Janvrin to quote a price for completion.
 - i) **Strategic Environmental Assessment (SEA)** – this is being worked on by AECOM, free of charge.
 - j) **Habitat regulations Assessment (HRA)** – this is being worked on by AECOM, free of charge.
 - k) Setting a **date for submission** of the completed Plan and attached reports.

- 24/64 NEIGHBOURHOOD DEVELOPMENT ORDER** **8.00**
- To receive a verbal update on the current position regarding the NDO, on the basis that it has to progress whilst the Neighbourhood Plan is being finalised.

- 24/65 2024/2025 BUDGET & PRECEPT** **8.05**
- To consider the attached budget analysis and:
- a) Decide upon the number of hours of clerk's time to be paid for from 1st April 2024.

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- b) Resolve to set the budget for the 2024/25 financial year.
- c) To consider the level of precept for the 2024/25 financial year.

24/66	SCRIBE ACCOUNTANCY SYSTEM To agree to install and pay for the Scribe financial system to replace the parish clerk's spreadsheet.	8.30
24/67	CLERK'S SALARY AWARD To note the attached calculations of the clerk's salary based on the updated national cost of living pay award.	8.40
24/68	STANDING ORDERS To receive and adopt the attached Standing Orders based on the latest nationally agreed version.	8.45
24/69	FINANCIAL REGULATIONS To receive and adopt the attached Financial Regulations based on the latest nationally agreed version.	8.50
24/70	BANK RECONCILIATION To approve 30 th November 2023 Bank Reconciliation statement.	8.55
24/71	RECEIPTS & PAYMENTS TO DATE COMPARED TO BUDGET To receive the attached statement of Receipts and Payments compared to Budgets for the period from 1 st April to 30 th November 2023.	
24/72	RECEIPTS & PAYMENTS SCHEDULE To approve the payment of the invoices on the schedule below for the period since the last meeting, as below:	9.00

PAYMENTS

Payment to	Services	Amount £	Payment No.
2023/2024			
Royal British Legion	Poppy Appeal	20.00	2324-19
Countrywide	Grass Cutting	131.84	2324-19
RJ Martin	Salary Nov 23	1,464.73	2324-20
DCC Pension Services	Pension Contributions Nov 23	521.41	2324-20
HMRC	Tax Deducted Nov 23	359.60	2324-20
RJ Martin	Salary Dec 23	1,464.73	2324-20
DCC Pension Services	Pension Contributions Dec 23	521.41	2324-20
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RJ Martin	Travel Allowance	90.00	2324-21
Countrywide Grounds Maintenance	Grass Cutting	131.84	2324-21
Vodafone	Mobile Nov 2023	14.85	DD
Vodafone	Mobile Dec 2023	14.85	DD
Adobe	Upgrade Nov 23	19.97	Card
Adobe	Upgrade Dec 23	19.97	Card

RECEIPTS

Receipt from	Services	Amount £	Method
2023/2024			
HMRC	VAT Refund	674.37	BGC

24/73 PLANNING APPLICATIONS

9.10

To consider the following Planning Applications and to agree comments:

Reference	Location	Proposal
23/2068/ADV	Wainhomes (South West) Holdings Ltd Unit 2 Exeter International Office Park Clyst Honiton Exeter EX5 2HL	Erect 1 no. non-illuminated 3000mm by 1500mm Wain Homes sign, which stands 1200mm off of the ground
23/2214/MFUL	Land At Old Tithebarn Lane Clyst Honiton	Construction of four commercial, business and service units (Class E) and nine detached dwellings with associated access, parking and infrastructure
23/2242/VAR	Land To the East Of Anning Road/ Tithebarn Way Redhayes Exeter	Variation of condition 22 (requiring the development to connect to the Decentralised Energy Network) of planning permission 21/3148/MOUT (up to 6000 sqm of office development) to allow flexibility for alternative heating options to be considered

24/74 DATE OF NEXT MEETING

9.25

The next scheduled meeting is on Wednesday 17th January 2024, and will be held in the Black Horse Inn starting at 7.00pm.

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23/75 MEETING CLOSURE

9.30